

Flagstaff Metropolitan Planning Organization

City of Flagstaff Coconino County Arizona Department of Transportation 211 W. Aspen Avenue • Flagstaff, Arizona 86001 (928) 779-7685 • FAX (928) 779-7693

<u>CHARTER</u>

The following Charter was adopted by the Executive Board, Management Committee and Technical Advisory Committee of the Flagstaff Metropolitan Planning Organization in August, 2006. It reflects the Organization's purpose and mission and both the collective and committee responsibilities required to fulfill both the purpose and mission.

Purpose Statement

The Flagstaff Metropolitan Planning Organization (FMPO) is a regional partnership to plan and facilitate a balanced multimodal transportation system that enhances our community's character, environment and economic and social vitality.

Mission Statement

The Mission of the FMPO is to provide an effective public forum for identifying and resolving regional transportation issues through effect transportation planning, criteria setting, and project prioritization. These core efforts will be supported by essential political communications and pursuit of necessary funding.

Statement of Roles & Responsibilities

Priority #1. The Flagstaff MPO is...

A Forum for Consensus Building

First and foremost, the FMPO is a forum to reach consensus on transportation issues facing the region. It operates effectively, efficiently and equitably.

To ensure a successful forum all Board and Committee members and Staff of the FMPO share these *common* responsibilities:

- Attendance at scheduled meetings
- Preparation for meetings
- Open and honest communications to and from the forum
- Accurate representation of their respective agencies
- Commitment to act on a consensus reached and seek endorsement from respective agencies
- Executive Board
- Continuous constructive feedback about priorities and adequacy of reports and studies to address agency priorities.
- Leadership in identifying the FMPO as the forum for reaching consensus

- Provide guidance to the FMPO Management Committee and Manager on operational needs
- Management Committee
- Ensure that agendas and materials are policy driven and meet the needs of the Board.
- Provide direction on the availability and access to resources necessary from the respective agencies to ensure success.
- Advise the Board and Staff on political and resource opportunities or issues facing success.
- Supervise the FMPO manager to ensure priority activities receive proper attention.
- Technical Advisory Committee
- Formulate and forward policies that match Board priorities, are technically sound and are, or can be made, compatible with the policies of each member agency.
- Review work produced by and for the FMPO and make technical recommendations to improve its quality and compatibility with current or future policy
- Staff
- Provide adequate research and material preparation for informed decision making.
- Assure necessary communications are implemented to ensure successful meetings.
- Listen and follow direction of the Board members and Committee Chairs.

Priority #2 The Flagstaff MPO conducts...

Transportation Planning involving:

<u>Public Participation; Criteria, Guidelines, and Standards Development; and Project</u> Prioritization

Transportation planning is the primary function of the FMPO. Transportation plans and their components are the FMPO's primary products. To ensure quality plans and products these roles and responsibilities will be filled:

- Executive Board
- Set and adopt policies, plans, capital programs and work programs to fulfill, correct or expand upon the *Flagstaff Area Regional Land Use and Transportation Plan*
- Advocate to their respective governing bodies the adoption of these policies, plans and programs.
- Provide informed decisions and direction to staff, committees and the public on policy and program priorities.
- Tirect staff on the depth and content of public input necessary to fulfill their responsibilities.
- Management Committee
- Provide direction on the availability and access to resources necessary to successful implementation of policies, plans and programs.
- Advise the Board and Staff on political and resource opportunities or issues facing success.
- Compare and contrast input from the public and technical advisory committee against current policy, plans and programs.

- Technical Advisory Committee
- Reach consensus on the assumptions supporting policies, plans, programs and studies.
- Assist staff in developing technical criteria for evaluating policies, conducting studies and prioritizing programs.
- Approve adequacy of public participation plans.
- Recommend, as technically sound, policies, plans, programs and studies for adoption by the Executive Board.
- Staff
- Conduct studies and research that are intellectually honest.
- Monitor implementation of the *Flagstaff Area Regional Land Use and Transportation Plan* and advise the Board and Committees on status of and priorities for implementation.
- Communicate with the staff of member agencies to coordinate policy, plan and program implementation and amendment efforts.
- Provide development review comments related to transportation as appropriate to the scale of the project and the respective processes to the City and County.

Priority #3 The Flagstaff MPO is diligent in...

Securing Funding

Adequate funding is critical to successful FMPO operations, planning, and project implementation. To fulfill this role:

- Executive Board
- Adopt financially constrained policies, plans and capital and work programs addressing regional priorities.
- Identify and financially quantify regional needs above and beyond current fiscal constraints.
- Communicate these needs from the FMPO to their respective governing bodies and to those political bodies and representatives responsible for financing through the Arizona Department of Transportation and United States Department of Transportation.
- Management Committee
- Provide direction on strategy and communications related to funding and fund-raising.
- Technical Advisory Committee
- Ensure that cost estimates for plans and programs are well developed and accurate.
- Staff
- Develop and acquire cost estimates for plans, programs and projects.
- © Coordinate with finance and programming staff at the City, County, State and Federal levels.

Priority #4 The Flagstaff MPO is a political, as well as technical, organization...

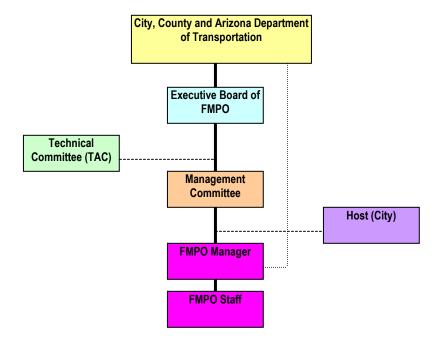
Political Communications

Political communications are essential to realizing the region's potential.

- Executive Board
- Take a primary role in directing, authorizing and carrying out political communications.
- Monitor respective political environments and inform staff and Board of issues requiring attention.
- Management Committee
- Monitor the political environment and identify issues for Executive Board information or action.
- Advise the Board and staff on the most effective methods or avenues of communication.
- Technical Advisory Committee
- Review analyses to assure that they are technically correct and reflect the conditions surrounding any issue.
- Staff
- Prepare analyses as requested.
- Bring issues for consideration to the attention of the Board and relevant committees.

Organizational Structure

The FMPO recognizes this organizational structure as most effective to fulfill its purpose.



Primary Reference Documents

The FMPO recognizes the following documents as central to its existence, purpose and mission:

Federal Legislation and Rules

- Safe, Accountable, Flexible, Efficient Transportation Equity Act A Legacy for Users (SAFETEA-LU) of 2005
- Transportation Equity Act for the 21st Century of 1998
- Intermodal Surface Transportation Efficiency Act of 1991
- United States Code Titles 23 (Highways) and 49 (Transportation)

Intergovernmental Agreements

Coconino County and City of Flagstaff regarding Flagstaff Metropolitan Planning Organization adopted on October 7, 2005 (County Recorder docket 3349879)

State Contracts

City of Flagstaff (on behalf of the FMPO) and Arizona Department of Transportation contract number T06-49-B0001

Internal Operating Procedures

Flagstaff Metropolitan Planning Organization Operating Procedures (adopted as part of the City-County IGA) and as amended